

MONROE COUNTY

JOB DESCRIPTION

PSEMM005

Position Title: EMERGENCY MGMT ADMINISTRATOR		Date: 03/01/04
Position Level: 10	FLSA Status: EXEMPT	Class Code: 10-5

GENERAL DESCRIPTION

Primary function is to perform technical and specialized work functions associated with organizing and coordinating operations, communications, technological support and planning and response aspects of the emergency management and disaster preparedness program in Monroe County. Responsible for comprehensive development of Emergency Management activities dealing with various Emergency Support Functions (ESF) including: Transportation, Communication, Public Works and Engineering, Fire Rescue, Information and Planning, Mass Care, Resource Support, Health and Medical Services, Search and Rescue, Hazardous Materials, Food and Water, Energy, Military Support, Public Information, Volunteer and Donation Services and Law Enforcement/Security Services.

This work is performed under the general direction of the Emergency Management Director.

KEY RESPONSIBILITIES

1. Prepares and Plans Emergency Management programs/activities associated with the preparation, response and recovery of disasters and emergencies.*
2. Establishes and maintains the Refuge of Last Resort Program which includes soliciting and obtaining resources and emergency response assistance.*
3. Educates groups, public, and officials regarding Emergency Management responsibilities via seminars, workshops, newsletters, assessments and reports.*
4. Supervises and trains volunteers which includes serving as Lead Instructor for CERT countywide.*
5. Responds to emergency and disaster situations involving inclement weather, hazardous materials, evacuation and/or sheltering. Provides assistance with coordinating county resources.*
6. Actively participates in Radiological Emergency Preparedness planning, exercises and response.*
7. Maintains steady contact with Federal, State and local agencies throughout the year regarding Emergency Management preparedness issues, exercise planning and exercise participation.*
8. Prepares information and responds to questions and requests from the media, public, elected officials, departments and employees.
9. Analyzes and assesses data, problems and issues and makes recommendations as necessary.
10. Manages the activities and requirements of outside agencies, contractors, volunteers, etc. upon activation of the EOC.
11. Maintains Emergency Management Inventory.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree Required.
<i>Experience:</i>	5 to 7 years. 3 of which must be as a Monroe County Emergency Management Planner.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgement is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for orienting and training others and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>Other</i>	Must possess 10 PDS courses. Employee is also responsible to refresh with 5 PDS courses annually.
<i>On Call Requirements:</i>	On call 24 hours. pending emergencies.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

